



TOWN of GRAFTON
Grafton Memorial Municipal Center
30 Providence Road Grafton, MA 01519
www.grafton-ma.gov

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GRAFTON, MA
2021 NOV 18 AM 10:35

Grafton Public Library Board .of Library Trustees

REGULAR MEETING

MINUTES

Wednesday October 27, 2021 7:00pm via Zoom

Attended: Aaron Vandesteen, Chair; Douglas Bowman, Trustee; Karen Ceppetelli, Trustee; Martin Estner, Trustee; Daniela Sharma, Trustee; Dana Wilson, Trustee; Beth Gallaway, Library Director.

Excused: Stephanie Teixeira, Vice-Chair

CALL TO ORDER

The meeting of the Library Board of Trustees was called to order by Aaron Vandesteen, Chair, at 7:04 pm.

This meeting was convened via Zoom conference as posted on the Town's website, identifying how the public may join. Aaron read the Script for Remotely Conducted Open Meetings and Public Meeting Remote Participation Guidelines. Of note, this meeting is being recorded, and attendees are participating by video conference.

APPROVE MINUTES

Karen Ceppetelli made a motion to accept the minutes from the August 25th meeting, seconded by Daniela Sharma and approved by all through a roll call vote.

Marty Estner made a motion to approve the minutes from the September 22nd meeting, seconded by Doug Bowman and approved by all through a roll call vote.

APPROVE BILLS

Marty made a motion to accept warrants 14, 15, 16 & 18 signed by Library Director Beth Gallaway; seconded by Doug, with approval by all. Beth Gallaway confirmed no bills were submitted for warrant #17. The warrants are numbered by weeks of the fiscal year.

ON-GOING BUSINESS

- **MPLCP - Beth Gallaway**
 - The Library opened smoothly to the public on Tuesday October 12, 2021.
 - Much is still missing though it is not visible to the public.

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- Meeting rooms will be available after 11/1 with the exception of those that are in use for storage.
 - Computers are available, printing is variable due to IT issues
 - We will not be able to make the Community Room accessible after hours until the gates are installed.
 - Landscaping is ongoing and the patio space is looking great.
 - We are waiting for the counters and sinks to be lowered for ADA compliance.
 - Working through the punch list, down to 30 items from 100; some are in process, some didn't belong on the punch list, some are complete.
 - Floor outlets in the Children's Room only have electricity; data was supposed to be there as well.
 - A group of 9-11 year-olds were asked to leave because there was no adult with them as per our Unattended Child Policy.
 - William Blake has been very helpful with check-ins and procurement ~ thanks!
 - ADA items that still need to be taken care of in order to get our permanent certificate of occupancy:
 - The vestibule sensor button to open the door needs to be moved. It is currently on a 2 x 4 board and will be made pretty;
 - The shower in the staff restroom
 - 5 sinks;
 - 10/11 counters need to be lowered;
 - Handicap exit signs need to be hung.
 - Still missing shelving (on a boat/container somewhere?). The Children's Room does not have enough shelving for their existing collection let alone enough for growth. We will be purchasing more shelving.
 - The phone system is new and Town assumed we could just forward the old number but we still can't receive calls.
 - The security gates have not been signed off by the Construction Company;
 - IT is progressing.
 - Beth should continue to communicate that we are open to the public and provide weekly updates on progress of construction items.
- **Grand Reopening - Dana Wilson**
 - Dana Wilson conveyed we need to decide when to do the ribbon cutting with officials.
 - A discussion was held about the concern about opening and advertising as open and not being fully accessible.
 - Decided to have a ribbon cutting and dedication by the end of this year, with a grand opening on the one-year anniversary.

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- Action item for Dana, plan on ribbon cutting on December 10th or 17th with all Trustees to be in attendance.
- **FY22 Budget Update - Beth Gallaway**
 - We are on track for spending so far this year.
 - Hired two Bibliotemps.
 - About to start the FY23 budgeting. Beth is very concerned that there is never a lot of room for increases and we need more staffing. We are in a crisis situation as far as staffing and are documenting the deficits.
- **IT Update - Beth Gallaway**
 - IT is working on an unscheduled basis to resolve issues.
 - Beth just provided the Library's Tech Soup login for software procurement.
 - Beth requested a full-time IT person and was told that the Town will set aside money for Library's needs through the contracted IT support for FY23.
 - Guest WIFI is working and does not need a password. We are uncertain how to get the number of users.
 - AWE machines in the Children's Room are up and running. They provide literacy, STEM/STEAM edutainment games.

Advocacy - Aaron Vandesteen Tabled

- **Friends Membership - Dana Wilson**
 - The Friend's Book Sale is scheduled for Saturday November 6.
 - The Friend's Corner will eventually have a Keurig and vending, but while there is a mask mandate in town, there will be no food offered.
- **Building and Grounds - Beth Gallaway**
 - We need two volunteers for walk abouts, Doug will do for the next meeting.
 - Staff have been very vigilant letting Beth know of any problems.
- **COVID-19 Update - Beth Gallaway**
 - Millbury Public Library is the only library in our area that does not require patrons to wear masks.
 - Booster shots are available at Rutland Public Library
 - We are cleaning workstations (keyboard, mouse, screen) and doing contact tracing for volunteers and staff but not patrons
 - Town's COVID-19 manual is out of date and needs to be updated.
 - Staff in offices can be unmasked with the door closed but all others need masks

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- We have started in-person programming but are doing outdoors or in the community room where there is plenty of room to spread out.
 - Librarian-led programs through the end of 2021.
 - January 1, 2022 will allow guest lecturers.

NEW BUSINESS

- **2022 Meeting Schedule - Tabled**
- **2022 Closings**
 - Overdue: Beth will send out a draft. Trustees will give feedback to Beth.

Teen Advisor to the Board - Tabled

- Ask the owner to remove and then bring back when appropriate.
- Will be removed until there is more information.
- **Diversity - Tabled**
 - Stephanie will remove this and bring it back when there is more information.

POLICY REVIEW

- **Inclement Weather Policy**
 - Discussed 3/2020, updated and
 - Revised:
 - If we can't meet minimum staffing then the Library will close
 - If the public schools are delayed, the Library will be delayed
 - Karen made a motion to approve the Inclement Weather Policy; Marty seconded the motion and was approved by all.
- **Bulletin Board Policy**
 - Discussion about where the bulletin boards are located – restroom corridor on first floor.
 - Karen made a motion to approve the Bulletin Board Policy. Doug seconded the motion and was approved by all.

DIRECTOR'S REPORT

- Library is open with extended hours on Friday and Saturday.
- We had 1,200 visitors in the first 8 - 10 days.
- We need to repair and restore the cupola at a cost of approximately \$80,000
 - Historical Commission grant, CPC funds and the Capital Campaign are all possible funding options.

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- This needs to be repaired and restored in the next 3-5 years.
- Possibility of getting a generator at a cost of approximately \$200,000 to \$300,000.
 - DPW will help complete a funding proposal with ARCA \$ (Covid Relief \$)
 - Possibility of being designated as an emergency location
- CPC/Capital Campaign for refurbishing the clock
- Still need to restore the Windsor chairs, stool, podium and a few other items – CPC/Capital Campaign
- Need security gates in the children and teen rooms for the doors leading outside.
- Hoping to get the \$57,000 grant from MOD for ADA hardware and software
- Started welcoming back volunteers
- Generator/Solar Panel Grant ~ we're collating the application LEED certification in order to get extra money for the panels. Will work with the construction company.

PUBLIC INPUT - none

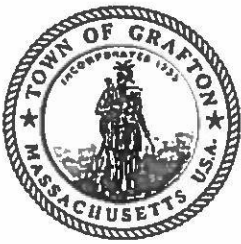
NEXT MEETING: November 17, 2021 at 7pm via zoom

ADJOURNMENT

Karen made a motion to adjourn the meeting at 8:59 pm, Daniela Sharma seconded the motion and was approved by all.

Respectfully Submitted,
Cyndi Zarriello

Attachments: Agenda, Minutes, Warrant Coversheets, Bulletin Board Policy, Inclement Weather Policy,



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2021 OCT 25 PM 3:06

**Grafton Public Library Board of Library Trustees
REGULAR MEETING**

NOTICE / A G E N D A

Wednesday October 27, 2021 7:00pm

Join Zoom Meeting: <https://us02web.zoom.us/j/87889702002?pwd=NnlwSFZmTjIHd09ndmtKYic1RlByUT09>

Find your local number: <https://us02web.zoom.us/j/87889702002?pwd=NnlwSFZmTjIHd09ndmtKYic1RlByUT09>

Meeting ID: 878 8970 2002

Passcode: 558294

- I. Call to Order**
- II. Approve Minutes (August 25, 2021; September 22, 2021)**
- III. Approve Bills FY22 Warrants #10, 11, 12, 13**
- IV. On-Going Business**
 - MPLCP (Building Program/Grant) - Beth Gallaway
 - Grand Reopening – Dana Wilson
 - FY22 Budget Update - Beth Gallaway
 - IT Update - Beth Gallaway
 - Grafton Public Library Capital Campaign Update - Dana Wilson
 - Advocacy - Tabled
 - Friends Membership & Update – Stephanie Teixeira
 - Building & Grounds – Beth Gallaway
 - COVID-19 Update - Beth Gallaway
- V. New Business**
 - 2022 Trustee Meeting Schedule
 - 2022 CLOSINGS
 - Teen Advisor to the Board - Tabled
 - Diversity, Equity, Inclusion statement - Tabled
- VI. Policy Review**
- VII. Director's Report**
 - Stats
 - Staff
- VIII. Public Input –**
- IX. Next Meeting: Wednesday November 17, 2021 at 7:00pm**
- X. Adjournment**

Town of Grafton

Schedule of Bills Payable

Schedule of Bills Payable # 12007

Year: 2022

Effective Date: 10/07/2021

Post Date: 09/30/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
610 EXPENSES								
57361	540 MASSACHUSETTS ELECTRIC	40461-92012	58.79		1.610.2.5210	ENERGY	58.79	Validated
57361	540 MASSACHUSETTS ELECTRIC	52927-27019	111.09		1.610.2.5210	ENERGY	111.09	Validated
57358	191 KOOPMAN LUMBER CO INC	972924	106.91		1.610.2.5240	REPAIR AND MAINTENANCE	106.91	Validated
57358	191 KOOPMAN LUMBER CO INC	984716	21.07		1.610.2.5240	REPAIR AND MAINTENANCE	21.07	Validated
57363	6519 XEROX CORPORATION	2817537	745.27		1.610.2.5270	RENTAL AND LEASES	745.27	Validated
57362	2118 W. B. MASON CO	223614243	19.13		1.610.2.5420	OFFICE SUPPLIES	19.13	Validated
57461	9836 OVERDRIVE, INC.	01050CO21375621	97.82		1.610.2.5515	EDUCATIONAL SUPPLIES	97.82	Validated
57461	9836 OVERDRIVE, INC.	01050CO21375622	996.46		1.610.2.5515	EDUCATIONAL SUPPLIES	996.46	Validated
57461	9836 OVERDRIVE, INC.	01050CO21375623	273.44		1.610.2.5515	EDUCATIONAL SUPPLIES	273.44	Validated
57467	6631 BLACKSTONE AUDIO, INC.	1244639	392.49		1.610.2.5515	EDUCATIONAL SUPPLIES	392.49	Validated
57391	3613 INGRAM LIBRARY SERVICE	55026811	272.37	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	272.37	Validated
57391	3613 INGRAM LIBRARY SERVICE	55026812	10.24	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	10.24	Validated
57391	3613 INGRAM LIBRARY SERVICE	55026813	54.25	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	54.25	Validated
57391	3613 INGRAM LIBRARY SERVICE	55026815	216.94	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	216.94	Validated
57391	3613 INGRAM LIBRARY SERVICE	55026816	90.92	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	90.92	Validated
57357	6678 APPLE TREE ARTS	2103	100.00		1.610.2.5717	Programs	100.00	Validated
57360	7178 SWANK MOTION PICTURES,	3070251	418.00		1.610.2.5717	Programs	418.00	Validated
57391	3613 INGRAM LIBRARY SERVICE	55026814	8.09		1.610.2.5717	Programs	8.09	Validated
610 EXPENSES Total							\$3,993.28	

Schedule #12007 Total

\$3,993.28

To the Town Accountant:

The above named bills of the Grafton Public Library, amounting in the aggregate to \$ 3,993.28
have been approved and you are requested to place them on a warrant for payment.

Commission, Committee, Board

I, the undersigned, hereby certify that the purchase of services and supplies listed in this schedule complies with the provisions of the Massachusetts General Laws, Chapter 30B, The Uniform Procurement Act, as amended.

Procurement Officer

Town of Grafton

Schedule of Bills Payable

Schedule of Bills Payable # 12050

Year: 2022

Effective Date: 10/14/2021

Post Date: 10/06/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
610 EXPENSES								
57625	10533 NSTAR GAS COMPANY	10658590020	45.85		1.610.2.5210	ENERGY	45.85	Validated
57625	10533 NSTAR GAS COMPANY	28556580018	79.92		1.610.2.5210	ENERGY	79.92	Validated
57627	178 GRAFTON WATER DISTRICT	000040137000	79.81		1.610.2.5230	NON-ENERGY UTILITIES	79.81	Validated
57650	2118 W. B. MASON CO	223824608	37.56		1.610.2.5240	REPAIR AND MAINTENANCE	37.56	Validated
57637	191 KOOPMAN LUMBER CO INC	995758	10.99		1.610.2.5240	REPAIR AND MAINTENANCE	10.99	Validated
57637	191 KOOPMAN LUMBER CO INC	998151	53.98		1.610.2.5240	REPAIR AND MAINTENANCE	53.98	Validated
57647	9836 OVERDRIVE, INC.	01050CO21377125	960.87		1.610.2.5515	EDUCATIONAL SUPPLIES	960.87	Validated
57647	9836 OVERDRIVE, INC.	01050SV21404149	2.99		1.610.2.5515	EDUCATIONAL SUPPLIES	2.99	Validated
57624	6631 BLACKSTONE AUDIO, INC.	1246010	400.00		1.610.2.5515	EDUCATIONAL SUPPLIES	400.00	Validated
57639	9897 MIDWEST TAPE, LLC	501055098	34.99		1.610.2.5515	EDUCATIONAL SUPPLIES	34.99	Validated
57639	9897 MIDWEST TAPE, LLC	501058950	24.99		1.610.2.5515	EDUCATIONAL SUPPLIES	24.99	Validated
57642	9897 MIDWEST TAPE, LLC	501068771	986.56	10115	1.610.2.5515	EDUCATIONAL SUPPLIES	986.56	Validated
57630	3613 INGRAM LIBRARY SERVICE	55145617	911.75	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	911.75	Validated
57630	3613 INGRAM LIBRARY SERVICE	55145618	147.17	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	147.17	Validated
57630	3613 INGRAM LIBRARY SERVICE	55145619	583.00	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	583.00	Validated
57630	3613 INGRAM LIBRARY SERVICE	55145620	16.44	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	16.44	Validated
57630	3613 INGRAM LIBRARY SERVICE	55145622	237.81	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	237.81	Validated
57630	3613 INGRAM LIBRARY SERVICE	55145623	135.67	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	135.67	Validated
57658	10568 AMERICAN ASSOCIATION FOR	T21270	506.00		1.610.2.5515	EDUCATIONAL SUPPLIES	506.00	Validated
57645	11837 THE NEW YORK TIMES	906850375	48.45		1.610.2.5516	PERIODICALS	48.45	Validated
57630	3613 INGRAM LIBRARY SERVICE	55145621	9.14		1.610.2.5717	Programs	9.14	Validated
57629	12722 HOLLANDER, PAMELA W.	PWH06022021	100.00		1.610.6.5717.999.0	PROGRAMS	100.00	Validated
610 ENCUMBERED FUNDS Total							\$5,413.94	
.61 GIFT ACCOUNT								
57628	11062 GAVELIS, RITA J	GraftPL20211001	400.00		29.610.361.5400	SUPPLIES	400.00	Validated
.61 GIFT ACCOUNT Total							\$400.00	

Schedule #12050 Total

\$5,813.94

To the Town Accountant:

The above named bills of the Grafton Public Library, amounting in the aggregate to \$ 5,813.94
have been approved and you are requested to place them on a warrant for payment.

Commission, Committee, Board

I, the undersigned, hereby certify that the purchase of services and supplies listed in this schedule complies with the provisions of the Massachusetts General Laws, Chapter 30B, The Uniform Procurement Act, as amended.

Procurement Officer

Town of Grafton

Schedule of Bills Payable

Schedule of Bills Payable # 11976

Year: 2022

Effective Date: 09/30/2021

Post Date: 09/23/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
610 EXPENSES								
56875	5524 AMERICAN ALARM &	1154248	90.68		1.610.2.5240	REPAIR AND MAINTENANCE	90.68	Validated
56903	2118 W. B. MASON CO	223446330	60.57		1.610.2.5240	REPAIR AND MAINTENANCE	60.57	Validated
56894	4685 STAPLES CONTRACT &	3487533218	51.55		1.610.2.5240	REPAIR AND MAINTENANCE	51.55	Validated
56881	255 RANSFORD PEST CONTROL	425230	250.00		1.610.2.5240	REPAIR AND MAINTENANCE	250.00	Validated
56902	191 KOOPMAN LUMBER CO INC	978987	13.28		1.610.2.5240	REPAIR AND MAINTENANCE	13.28	Validated
56879	12667 MARKETSPARK, INC	1005298	114.89		1.610.2.5340	COMMUNICATIONS	114.89	Validated
56883	1536 VERIZON	351-410-107-0001-23	28.18		1.610.2.5340	COMMUNICATIONS	28.18	Validated
56883	1536 VERIZON	9887783991	26.35		1.610.2.5340	COMMUNICATIONS	26.35	Validated
56894	4685 STAPLES CONTRACT &	3487533219	126.60		1.610.2.5420	OFFICE SUPPLIES	126.60	Validated
56984	6526 SCHOLASTIC LIBRARY	31057456	776.00		1.610.2.5515	EDUCATIONAL SUPPLIES	776.00	Validated
56882	11240 ROSEDREW, INC.	321296	10.07		1.610.2.5515	EDUCATIONAL SUPPLIES	10.07	Validated
56880	9897 MIDWEST TAPE, LLC	500970178	54.48		1.610.2.5515	EDUCATIONAL SUPPLIES	54.48	Validated
56880	9897 MIDWEST TAPE, LLC	500995875	28.74		1.610.2.5515	EDUCATIONAL SUPPLIES	28.74	Validated
56876	3613 INGRAM LIBRARY SERVICE	54857405	42.32	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	42.32	Validated
56876	3613 INGRAM LIBRARY SERVICE	54902773	19.45	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	19.45	Validated
56876	3613 INGRAM LIBRARY SERVICE	54902774	19.52	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	19.52	Validated
56876	3613 INGRAM LIBRARY SERVICE	54902775	154.83	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	154.83	Validated
56876	3613 INGRAM LIBRARY SERVICE	54902776	161.26	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	161.26	Validated
56985	6678 APPLE TREE ARTS	2102	400.00		1.610.2.5717	Programs	400.00	Validated
610 EXPENSES Total							\$2,428.77	
.61 GIFT ACCOUNT								
56892	6719 GALE	74272824	11.69		29.610.361.5400	SUPPLIES	11.69	Validated
56892	6719 GALE	74326598	93.59		29.610.361.5400	SUPPLIES	93.59	Validated
56885	6519 XEROX CORPORATION	014316874	29.07		29.610.793.5400	SUPPLIES	29.07	Validated
.61 LIB MATERIALS							\$134.35	

Schedule #11976 Total

\$2,563.12

To the Town Accountant:

The above named bills of the Grafton Public Library, amounting in the aggregate to \$ 2,563.12
have been approved and you are requested to place them on a warrant for payment.

Commission, Committee, Board

I, the undersigned, hereby certify that the purchase of services and supplies listed in this schedule complies with the provisions of the Massachusetts General Laws, Chapter 30B, The Uniform Procurement Act, as amended.

Procurement Officer

Town of Grafton

Schedule of Bills Payable

Schedule of Bills Payable # 12110

Year: 2022

Effective Date: 10/28/2021

Post Date: 10/20/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
610 EXPENSES								
58423	2118 W. B. MASON CO	224305083	4.99		1.610.2.5240	REPAIR AND MAINTENANCE	4.99	Validated
58394	12228 DOUGLAS CRAIG CORNSTOCK 2484		201.52		1.610.2.5240	REPAIR AND MAINTENANCE	201.52	Validated
58420	255 RANSFORD PEST CONTROL	426177	95.00		1.610.2.5240	REPAIR AND MAINTENANCE	95.00	Validated
58398	948 C/W MARS INC	12839	249.00		1.610.2.5248	CONTRACTED SERVICES	249.00	Validated
58421	1536 VERIZON	351-410-107-0001-23	0.88		1.610.2.5340	COMMUNICATIONS	0.88	Validated
58422	1536 VERIZON	942413113-00001	25.49		1.610.2.5340	COMMUNICATIONS	25.49	Validated
58423	2118 W. B. MASON CO	224154262	6.00		1.610.2.5420	OFFICE SUPPLIES	6.00	Validated
58423	2118 W. B. MASON CO	224305083	33.32		1.610.2.5420	OFFICE SUPPLIES	33.32	Validated
58415	4685 STAPLES CONTRACT &	3489606926	32.99		1.610.2.5420	OFFICE SUPPLIES	32.99	Validated
58415	4685 STAPLES CONTRACT &	3489606927	34.99		1.610.2.5420	OFFICE SUPPLIES	34.99	Validated
58415	4685 STAPLES CONTRACT &	3489606928	74.97		1.610.2.5420	OFFICE SUPPLIES	74.97	Validated
58415	4685 STAPLES CONTRACT &	3489606930	42.15		1.610.2.5420	OFFICE SUPPLIES	42.15	Validated
58415	4685 STAPLES CONTRACT &	3489606931	104.70		1.610.2.5420	OFFICE SUPPLIES	104.70	Validated
58399	54 DEMCO, INC.	7025969	163.72		1.610.2.5420	OFFICE SUPPLIES	163.72	Validated
58395	6631 BLACKSTONE AUDIO, INC.	1247150	80.00		1.610.2.5515	EDUCATIONAL SUPPLIES	80.00	Validated
58395	6631 BLACKSTONE AUDIO, INC.	1247450	40.00		1.610.2.5515	EDUCATIONAL SUPPLIES	40.00	Validated
58457	5578 AMAZON.COM LLC	449845946866	71.95		1.610.2.5515	EDUCATIONAL SUPPLIES	71.95	Validated
58411	9897 MIDWEST TAPE, LLC	501122230	32.99		1.610.2.5515	EDUCATIONAL SUPPLIES	32.99	Validated
58411	9897 MIDWEST TAPE, LLC	501122231	131.10		1.610.2.5515	EDUCATIONAL SUPPLIES	131.10	Validated
58411	9897 MIDWEST TAPE, LLC	501122232	40.47		1.610.2.5515	EDUCATIONAL SUPPLIES	40.47	Validated
58400	3613 INGRAM LIBRARY SERVICE	55247727	-15.95	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	-15.95	Validated
58400	3613 INGRAM LIBRARY SERVICE	55258379	101.71	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	101.71	Validated
58400	3613 INGRAM LIBRARY SERVICE	55258380	14.90	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	14.90	Validated
58400	3613 INGRAM LIBRARY SERVICE	55258381	19.04	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	19.04	Validated
58400	3613 INGRAM LIBRARY SERVICE	55258383	258.16	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	258.16	Validated
58400	3613 INGRAM LIBRARY SERVICE	55258384	122.20	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	122.20	Validated
58400	3613 INGRAM LIBRARY SERVICE	55370861	235.82	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	235.82	Validated
58400	3613 INGRAM LIBRARY SERVICE	55370863	89.66	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	89.66	Validated
58400	3613 INGRAM LIBRARY SERVICE	55370864	67.81	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	67.81	Validated
58457	5578 AMAZON.COM LLC	567986575855	33.98		1.610.2.5515	EDUCATIONAL SUPPLIES	33.98	Validated
58457	5578 AMAZON.COM LLC	866763878785	90.66		1.610.2.5515	EDUCATIONAL SUPPLIES	90.66	Validated

Town of Grafton
Schedule of Bills Payable

Schedule of Bills Payable # 12110

Year: 2022

Effective Date: 10/28/2021

Post Date: 10/20/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
58457	5578 AMAZON.COM LLC	887347584363	372.66		1.610.2.5515	EDUCATIONAL SUPPLIES	372.66	Validated
58423	2118 W. B. MASON CO	224305083	6.71		1.610.2.5717	Programs	6.71	Validated
58414	12601 POP UP ART SCHOOL, INC	453	275.00		1.610.2.5717	Programs	275.00	Validated
58400	3613 INGRAM LIBRARY SERVICE	55258382	198.46		1.610.2.5717	Programs	198.46	Validated
58400	3613 INGRAM LIBRARY SERVICE	55370862	3.65		1.610.2.5717	Programs	3.65	Validated
58457	5578 AMAZON.COM LLC	584486377559	19.98		1.610.2.5717	Programs	19.98	Validated
58457	5578 AMAZON.COM LLC	953463837464	733.23		1.610.2.5717	Programs	733.23	Validated
610 EXPENSES Total							\$4,093.91	
.61 LIB MATERIALS								
58424	6519 XEROX CORPORATION	014557741	29.24		29.610.793.5400	SUPPLIES	29.24	Validated
.61 LIB MATERIALS							\$29.24	

Schedule #12110 Total \$4,123.15

To the Town Accountant:

The above named bills of the *Grafton Public Library*, amounting in the aggregate to \$ 4,123.15 have been approved and you are requested to place them on a warrant for payment.

Commission, Committee, Board

I, the undersigned, hereby certify that the purchase of services and supplies listed in this schedule complies with the provisions of the Massachusetts General Laws, Chapter 30B, The Uniform Procurement Act, as amended.

Procurement Officer

Town of Grafton

Department Revenue and Expenditure Report

From 09/01/2021 to 10/05/2021

20 - STATE & FED. GR									
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp
20.610.209.1	BALANCE FORWARD	417.40		417.40				417.40	0.00 %
Schedule 0209	SHRAB GRANT	417.40		417.40				417.40	0.00 %
20.610.286.1	BALANCE FORWARD	162.25		162.25				162.25	0.00 %
Schedule 0286	UNIBANK WIRELESS INTERNET GRAN	162.25		162.25				162.25	0.00 %
20.610.290.1	BALANCE FORWARD	92,909.74		92,909.74				92,909.74	0.00 %
Schedule 0290	LIBRARY INCENTIVE	92,909.74		92,909.74				92,909.74	0.00 %
20.610.291.1	BALANCE FORWARD	32,859.01		32,859.01				32,859.01	0.00 %
Schedule 0291	LIBRARY EQUALIZATION	32,859.01		32,859.01				32,859.01	0.00 %
20.610.292.1	BALANCE FORWARD	14,912.58		14,912.58				14,912.58	0.00 %
Schedule 0292	LIBRARY CIRCULATION	14,912.58		14,912.58				14,912.58	0.00 %
20.610.293.1	BALANCE FORWARD	781.84		781.84				781.84	0.00 %
Schedule 0293	ARPA GRANT	781.84		781.84				781.84	0.00 %
20.610.641.1	BALANCE FORWARD	110.50		110.50				110.50	0.00 %
Schedule 0641	TUFTS (CSSF) STEM/STEAM PROJEC	110.50		110.50				110.50	0.00 %
610 Total LIBRARY		142,153.32		142,153.32				142,153.32	
20 Total STATE & FED. GR		142,153.32		142,153.32				142,153.32	

Town of Grafton

Department Revenue and Expenditure Report

From 07/01/2021 to 06/30/2022

84 - EXPENDABLE TR.									
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp
84.610.630.4820	INTEREST ON INVESTMENTS				1,331.99			1,331.99	100.00 %
84.610.630.1	BALANCE FORWARD	4,474.56		4,474.56				4,474.56	0.00 %
Schedule 0630	GEO W FISHER LIBRARY	4,474.56		4,474.56	1,331.99			5,806.55	0.00 %
84.610.631.4820	INTEREST ON INVESTMENTS				110.08			110.08	100.00 %
84.610.631.1	BALANCE FORWARD	2,128.45		2,128.45				2,128.45	0.00 %
Schedule 0631	LAR FIELD LIBRARY	2,128.45		2,128.45	110.08			2,238.53	0.00 %
84.610.632.4820	INTEREST ON INVESTMENTS				218.73			218.73	100.00 %
84.610.632.1	BALANCE FORWARD	4,224.00		4,224.00				4,224.00	0.00 %
Schedule 0632	E. FISHER LIBRARY	4,224.00		4,224.00	218.73			4,442.73	0.00 %
84.610.633.4820	INTEREST ON INVESTMENTS				44.22			44.22	100.00 %
84.610.633.1	BALANCE FORWARD	865.19		865.19				865.19	0.00 %
Schedule 0633	FORD LIBRARY	865.19		865.19	44.22			909.41	0.00 %
84.610.634.4820	INTEREST ON INVESTMENTS				87.70			87.70	100.00 %
84.610.634.1	BALANCE FORWARD	1,698.30		1,698.30				1,698.30	0.00 %
Schedule 0634	FOWLER LIBRARY	1,698.30		1,698.30	87.70			1,786.00	0.00 %
84.610.635.4820	INTEREST ON INVESTMENTS				11.40			11.40	100.00 %
84.610.635.1	BALANCE FORWARD	231.02		231.02				231.02	0.00 %
Schedule 0635	E. GODDARD LIBRARY	231.02		231.02	11.40			242.42	0.00 %
84.610.636.4820	INTEREST ON INVESTMENTS				44.25			44.25	100.00 %
84.610.636.1	BALANCE FORWARD	866.13		866.13				866.13	0.00 %
Schedule 0636	G. HAMMON LIBRARY	866.13		866.13	44.25			910.38	0.00 %
84.610.637.4820	INTEREST ON INVESTMENTS				44.27			44.27	100.00 %
84.610.637.1	BALANCE FORWARD	866.66		866.66				866.66	0.00 %
Schedule 0637	KEITH LIBRARY	866.66		866.66	44.27			910.93	0.00 %
84.610.638.4820	INTEREST ON INVESTMENTS				363.15			363.15	100.00 %
84.610.638.1	BALANCE FORWARD	6,989.93		6,989.93				6,989.93	0.00 %
Schedule 0638	W. FAULKER LIBRARY	6,989.93		6,989.93	363.15			7,353.08	0.00 %
84.610.639.4820	INTEREST ON INVESTMENTS				2,525.89			2,525.89	100.00 %
84.610.639.1	BALANCE FORWARD	106,584.98		106,584.98				106,584.98	0.00 %
Schedule 0639	NELSON LIBRARY	106,584.98		106,584.98	2,525.89			109,110.87	0.00 %
84.610.640.4820	INTEREST ON INVESTMENTS				126.08			126.08	100.00 %
84.610.640.1	BALANCE FORWARD	2,353.91		2,353.91				2,353.91	0.00 %
Schedule 0640	R.HARRIS BOOK FUND	2,353.91		2,353.91	126.08			2,479.99	0.00 %
84.610.659.4820	INTEREST ON INVESTMENTS				470.08			470.08	100.00 %
84.610.659.1	BALANCE FORWARD	10,149.16		10,149.16				10,149.16	0.00 %
Schedule 0659	J. WHELOCK LIBRARY	10,149.16		10,149.16	470.08			10,619.24	0.00 %

Town of Grafton

Department Revenue and Expenditure Report

From 07/01/2021 to 06/30/2022

84 - EXPENDABLE TR.									
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp
610	Total LIBRARY	141,432.29		141,432.29	5,377.84			146,810.13	
84	Total EXPENDABLE TR.	8,093,746.54		8,093,746.54	209,373.63		2,441.77	8,300,678.40	
Grand Total		8,093,746.54	0.00	8,093,746.54	209,373.63	0.00	2,441.77	8,300,678.40	

Town of Grafton

Department Revenue and Expenditure Report

From 07/01/2021 to 06/30/2022

29 - OTH. SPEC. REV.										
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp	
29.610.361.4830	CONTRIBUTIONS & DONATIONS				32.20			32.20	100.00 %	
29.610.361.1	BALANCE FORWARD	29,134.13		29,134.13				29,134.13	0.00 %	
29.610.361.5400	SUPPLIES						2,145.31	-2,145.31	100.00 %	
Schedule 0361	GIFT ACCOUNT	29,134.13		29,134.13	32.20		2,145.31	27,021.02	7.36 %	
29.610.373.1	BALANCE FORWARD	525.24		525.24				525.24	0.00 %	
29.610.373.5400	SUPPLIES						10.34	-10.34	100.00 %	
Schedule 0373	LIBR LOST BOOKS REPLACEMENT 4	525.24		525.24			10.34	514.90	1.96 %	
29.610.394.1	BALANCE FORWARD	1.46		1.46				1.46	0.00 %	
Schedule 0394	UNIBANK E-READER/E-BOOK GIFT A	1.46		1.46				1.46	0.00 %	
29.610.793.4899	MISCELLANEOUS SALES				13.00			13.00	100.00 %	
29.610.793.1	BALANCE FORWARD	15,051.48		15,051.48				15,051.48	0.00 %	
29.610.793.5400	SUPPLIES						58.31	-58.31	100.00 %	
Schedule 0793	LIB MATERIALS REPLACEMENT REV	15,051.48		15,051.48	13.00		58.31	15,006.17	0.38 %	
610 Total LIBRARY		44,712.31		44,712.31	45.20		2,213.96	42,543.55		



INCLEMENT WEATHER POLICY



In the event of inclement weather, the Grafton Public Library may close to ensure safety for Library staff and visitors. In the event of a Library closing or delay, all fines and fees for materials due on the unscheduled closed date will be waived. If the Grafton Public Schools are closed, or evening meetings are cancelled by Grafton Public Schools and/or Town of Grafton, but the Library remains open, all scheduled Library programs will be canceled. The Library has discretion to make independent decisions about cancelling programs due to inclement weather, and encourages patrons to consider their own safety first and foremost, and follow all government issued travel advisories and bans.

1. During a declared state of emergency from the federal, state or local government, the Library will close.
2. During a travel ban or weather advisory from the Governor's office, National Weather Service, National Oceanic & Atmospheric Administration (NOAA), FEMA (Federal Emergency Management Agency) or when residents are advised to stay off the roads, the Library will close.
3. If the Town Municipal Center closes due to weather, the Library will close.
4. If the Library cannot meet the Minimum Staffing Policy due to inclement weather, the Library will close.
5. If Grafton Public Schools are delayed, the Library will delay accordingly.
6. If Grafton Public Schools are closed, the Library may delay or close based on weather prediction, staffing, and the ability to clear and maintain parking lot and walkways.
7. The Library Director or their designee will confer with the Chair(s) of the Board of Library Trustees or their designee before conferring with the Town Administrator or their designee regarding Library closures and delays.
8. When municipal offices are not scheduled to be open (weekdays after 4:30pm, weekends) and the Inclement Weather Policy needs to be implemented, the Library Director may additionally confer with DPW, local and state police, the Chair(s) of the Board of Library Trustees or their designee before conferring with the Town Administrator or their designee.
9. Every effort will be made to come to a decision regarding closures and delays by 8:00 AM for daytime closures and delays, and 3:00 PM for evening closures.
10. The Library parking lot must be plowed and sanded, and sidewalks cleared before staff arrive. Staff should wait for a directive from the Director or designee before leaving home.
11. The Library parking lot must be maintained (plowed and sanded) and sidewalks kept cleared for the Library to remain open.



INCLEMENT WEATHER POLICY



12. Staff may use SeeClickFix (Library log in, not resident or anonymous) to report snow/ice removal requests Mon-Fri from 8:30-4:30. Staff must contact the Director or **their designee** on evenings and weekends to request snow/ice removal.
13. Patron complaints about sidewalk and parking lot conditions should be documented and forwarded to the Director. Patrons can also use SeeClickFix and/or call the Town Administrator's office at 508-839-5335 x 1180.
14. All patron or staff injuries resulting from snow/ice must be documented with a MIIA accident report form.
15. Library closings and delayed openings will be posted to the Library's website, social media, and telephone message.
16. Staff must register for the Grafton Code RED electronic messaging system, and will get an alert if the Town is closed, closing early, or delaying opening. For Library closings and delays, staff may also check the Library's website, social media, and telephone message.
17. The Director or their designee will alert other consortium libraries and the delivery company of changes to the Library's operating hours due to inclement weather.

STAFFING DURING INCLEMENT WEATHER

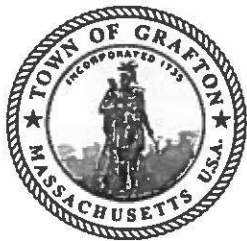
Employees scheduled to work when the Library has been closed will be paid at their regular hourly rate. If the Library remains open, but the weather is such that the employee feels it dangerous to drive/walk to work, or the employee has childcare obligations, the employee has the option of using leave time or taking unpaid leave. Sick time may not be used for snow days.

In the event of a delayed opening due to inclement weather, staff will be alerted via the Director or their designee. Scheduled employees are expected to report to work by the time the Library is scheduled to open to the public; no staff will be penalized for time it takes to reach the Library. Staff are expected to contact their department's volunteers and pages.

In the event of an early closing due to inclement weather, staff and volunteers scheduled for an evening shift will be alerted about the early closing by the Director or their designee, and will be paid their regular hourly rate for their regularly scheduled shift.

Adopted by the Board of Library Trustees: February 4, 2000

Last Revised: March 21, 2017; September 26, 2017; November 25, 2017; March 4, 2020; October 27, 2021



TOWN of GRAFTON
Grafton Memorial Municipal Center
30 Providence Road Grafton, MA 01519
www.grafton-ma.gov

Grafton Public Library Board of Library Trustees

REGULAR MEETING

MINUTES

Wednesday September 22, 2021 7:00pm via Zoom

Attended: Aaron Vandestein, Chair; Douglas Bowman, Trustee; Dana Wilson, Trustee; Martin Estner, Trustee; Beth Gallaway, Library Director; Stephanie Teixeira, Vice-Chair; Cyndi Zarriello, scribe

Excused: Daniela Sharma, Trustee; Karen Ceppetelli, Trustee

Guest(s): Chuck Brown, Cassie Brown

CALL TO ORDER

The meeting of the Library Board of Trustees was called to order by Aaron Vandestein, Chair, at 7:06 pm.

This meeting was convened via Zoom conference as posted on the Town's website, identifying how the public may join. Aaron read the Script for Remotely Conducted Open Meetings and Public Meeting Remote Participation Guidelines. Of note, this meeting is being recorded, and attendees are participating by video conference.

APPROVE MINUTES

Marty Estner made a motion to accept the minutes from the September 14th meeting, seconded by Doug Bowman and approved by all through a roll call vote. The August 25th minutes were tabled until the next meeting.

APPROVE BILLS

Stephanie Teixeira made a motion to accept warrants 10 through 13 and signed by Library Director Beth Gallaway, seconded by Doug, with approval by all through roll call vote.

ON-GOING BUSINESS

- **MPLCP – Beth Gallaway**
 - No closer to opening the Library due to lack of phones, shelving, alarm system, security gates, public computers.

TOWN of GRAFTON

Grafton Memorial Municipal Center
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- Meeting rooms may not be available due to using as storage.
- Hoping to open the first full week in October.
- Stephanie has a concern with the press release issued by the construction company in *The Grafton News* dated 9/16. It stated the renovations are completed and the opening ceremony is on October 1st.
- We can't start collecting the 4,000 items that are out because we don't have enough shelving to put it all away. There is no ship date for the rest of the shelving. The sorter room is $\frac{3}{4}$ full now.
- A discussion was held on how to open without having everything we need.
- No certificate of occupancy as of 9/22/21, only a temporary one.
- Aaron wanted to know what assistance the Board can give. Beth recommended
 - Help putting material on shelves
 - Physical labor
 - CHOCOLATE
- **Grand Reopening - Dana Wilson**
 - This has been postponed with no future date set.
 - Will set a date with Beth once we are closer to being done.
 - Marty said we are all disappointed the Library isn't ready now. However with COVID, the Suez Canal, material shortages and everything else it's hard to accept reality. We will have a grand opening and will celebrate when we do have it all done. This is just a series of problems that need to be solved.
- **FY22 Budget Update - Beth Gallaway**
 - We're spending money and some categories are higher and some are lower than expected but there is no concern today about the budget.
 - A discussion was held as to whether specific bills have been paid or not.
- **IT Update - Beth Gallaway**
 - We've had success submitting items to the new company.
 - William Blake is helping to order things that still need to be ordered.
- **Capital Campaign Update - Dana Wilson**
 - The Capital Campaign is working on the donor wall and creating plaques for the rooms with Sunshine Sign Company. It looks great.
 - We have 104 donors and will try to get a few more donors.

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- We will have a steady income for the next 10 years.
- The landscaping plan is close to having a signed contract for the front, teen patio, tiered garden and plants.
- Any volunteer can just weed any garden bed when they want.
- **Advocacy - Aaron Vandesteen**
 - Once Andy stepped away from the OPM role, Beth has been trying to perform that duty and her job. It's been very difficult to coordinate the resources.
 - Working to have William Blake to be at the library for a couple of hours every day to take that over from Beth.
- **Friends Membership - Stephanie Teixeira**
 - Next Friends meeting will be September 30, 2021 at 7:30pm.
 - I Love my Librarian Award is being accepted through September 27th. It is up to 10 people receiving \$5,000. The librarian must have a Master's degree in Library Science. Sarah, Allison, Heidi, Beth and Patti Keller are the Grafton librarians who are eligible for this award.
 - Please consider nominating staff:
<http://www.ilovelibraries.org/lovemylibrarian/home>
- **Building and Grounds - Beth Gallaway**
 - The punch list is a mess but we are working on it.
 - Who is on the Walk About Committee? Karen? Doug Bowman volunteered.
- **COVID-19 Update - Beth Gallaway**
 - The COVID tracking procedure was reinstituted two weeks ago.
 - Signage for Mask Mandate - we have Evan's memo; our own illustration; plus we have masks on hand.
 - We are not allowing people to come into the building without masks; if they do, then they are in violation of our code of conduct. We will be having Assertiveness Training on Friday, October 1st.
 - Programming for children will be outside and in the community room where we can spread out.
 - There will be not be food at any programs.

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NEW BUSINESS

- **Eagle Scout Presentation on the Eagle Trail**
 - Cassie Brown, a freshman at Grafton Public School, wants to put in a ½ mile loop trail referred to as the Eagle Trail starting at the end of the library's parking lot.
 - Trail will take approximately 4 weeks to complete and cost approximately \$1,571.
 - Cassie wants to have the trail be a resource for the library.
 - Beth has a concern with parking. The trail head is at the back of the library parking lot, but the lot is for library use only. Will need to research with MBLC. The Scout may need to consider another entrance point if the library parking lot cannot be used.
 - Stephanie raised a concern around how the project affects the grant.
 - Marty brought up some legal issues to think about with the project: environmental and engineering issues
 - Concern about trash and who will maintain the trail over time.
- **Teen Advisor to the Board – Tabled**
- **Diversity, Equity, Inclusion statement - Tabled**

POLICY REVIEW

Will resume after the holidays.

DIRECTOR'S REPORT

- Still placing holds for other pick-up locations.
- Using a lot of online resources.
- Adult book groups are going strong on Slack.
- There were issues with the LEGO builds: people took LEGO kits that didn't have their name on it. This soured the end of the summer program.
- The Select Board proclaimed September as Library Sign Up Month.
- Remember Tutor.com offers free tutoring from 2 - 9 pm daily.

PUBLIC INPUT - none

NEXT MEETING - October 27, 2021 at 7pm via zoom

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Marty made a motion for the October 27th meeting to be convened via zoom. Dana seconded the motion with all in favor by roll call vote.

ADJOURNMENT

Marty made a motion to adjourn the meeting at 8:48 pm, seconded by Doug, with all in favor by roll call vote.

Respectfully Submitted,
Cyndi Zarriello

Attachments: Agenda, September 14, 2021 Minutes, Warrants 10-13, Eagle Trail presentation, August Director's Report, August 2021 stats.

SEPTEMBER 2021 STATISTICS

Visitors



0

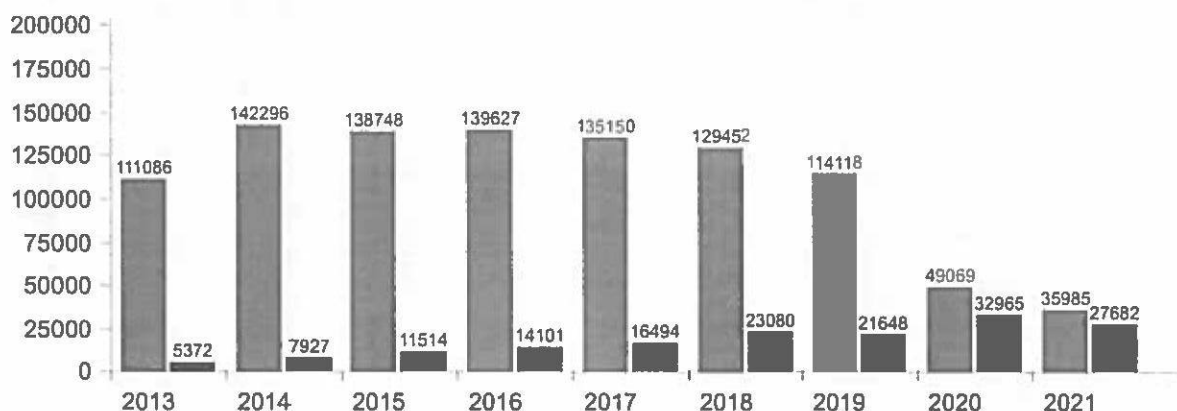
Home Delivery



0

CIRCULATION

● Physical ● Digital



Reference Questions



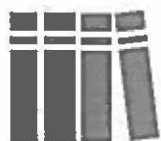
20

Holds



39

Items Added



200

New Library Cards



17

SOCIAL MEDIA

YouTube Subscribers



62

Facebook Followers



1,808

Instagram Followers



572

Pinterest Followers



421

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- We don't have a telephone system and no date for installation.
- There are 100 items on the punch list.
- The alarm is installed, but we have not been trained nor do we have a date for the training.
- HVAC is up and running; the lights work; the plumbing work! Once security is in place, the building will open/close itself during library hours.
- Staff are anxious/excited/anxious/thrilled.
- Andy Deschenes has been wonderful to work with and his last day is Friday.
- Don't know vendors to contact for issues with various systems and equipment.
- Due to all these issues, we cannot schedule an opening date.
- At the building committee meeting on Tuesday, Mark Sullivan asked what happens if there is no ship date in 3 weeks? Answer: Renting shelves and moving the collection into the group rooms is an option.
- Other roadblocks: phones, panic buttons.
- Beth is working on scheduling new employee interviews.
- When asked if there was anything the Board could do to support the Director and staff, Beth requested phone call and email check-ins for moral support; reach out to the staff; chocolate is always appreciated!

Marty Estner wanted to know who will be in charge once Andy leaves. We need to find out. The OPM should be in charge. Beth is making her own punch list and will give to the building committee and Evan.

- **Grand Reopening - Karen Ceppetelli**

Nothing new has happened since the last meeting. Ribbon Cutting/Dedication is still scheduled for October 1. Beth thinks this should be put off until January 2022 due to the shelving not in and the huge punch list

- **FY22 Budget Update - Beth Gallaway**

The town accountant sent out an all-department list. Beth did not receive the separate breakdown of Library's budget. This will be sent out once it is received.

- **IT Update - Beth Gallaway**

Beth reached out to the T.A. to get items resolved. Will let the board know if anything further is needed.

- **Capital Campaign Update – Tabled**

- **Advocacy – Tabled**

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- **Friends Membership - Beth Gallaway**

- The Friends made \$600 on the Annual meeting between donations and new members. They now have about 150 members.
- Showed a draft budget
- Trying to determine location for the vending machine.
- The outdoor book drop will now become the Friend's bin for collecting book donations.
- Fall Book sale being scheduled; location possibly the Common, Mill Village Park, the library community room, to coincide with Small Stones Art Festival.
- Their restaurant fundraiser is tabled due to COVID.
- Planning to do membership push during National Friends of the Library week October 17-23, 2021.
- Please renew your Friend's membership!

- **Building and Grounds - Beth Gallaway**

- Aaron wondered if the walkabouts should begin again. Beth said yes.
- Complaints about the front of the Library looking awful were received.
 - This is a phased project - landscaped was scheduled for late summer/early fall. There is a digger on the front lawn, indicating this is still a work in progress.
 - The Library is getting granite and brick pavers that match the Common.
 - The DPW can't work on the lawn because the town doesn't own it yet.
 - The landscaping should be well on its way by mid-October.
 - The staff/volunteers usually weed the gardens.
 - Beth was not included in most of the landscaping discussions; HDC said NO to no-mow grass.
 - When the Teen patio is being worked on, the teens will have input and ownership of their raised beds.

- **COVID-19 Update - Beth Gallaway**

- The town instituted a mandatory mask mandate for all town buildings. Vendors and Trustees need to wear masks and not take the mask off to talk.
- In October, we will have Apple Tree Arts do an outdoor program for children. November's youth programming will be in the Community Room where we can socially distance while wearing masks.

NEW BUSINESS

- **Trustee Board Meeting Flow**

- Would like meetings to be as effective as possible and if we deliberate for 20-30 minutes on a topic, it makes for a long meeting.

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- Would like to take items offline and have committees do the work and then bring back a motion for the whole board to discuss and vote.
 - Members agreed and Marty thinks nothing should go ahead without a motion to discuss. He recommended having a committee appointed by the chair. When speaking one should make a point and then sit down. Use parliamentary procedures because they work.
 - New items should have a board member look into the topic and then bring a motion to the floor.
- **Library Hours**
 - Would like to have a board member look into this topic and bring their findings along with a motion to the board. Check with Beth, the staff, and community in order to figure out what motion to make.
 - Karen volunteered to begin the research on this issue and Aaron will support her.
- **Teen Advisor to the Board – Tabled**
- **Diversity, Equity, Inclusion statement - Tabled**

POLICY REVIEW

- A discussion was held about the pros/cons of having a fuller board to be able to discuss the policies. It was decided to vote on three policies and save the meeting room policies for a full board.
- Karen moved to accept the Notary Policy, the Exam Proctoring Policy and the Tutoring Policy and Daniela seconded the motion.
- Marty made a motion to accept the Notary Policy which would supersede the first motion and Karen seconded the motion. This was approved by all by roll call vote.
- Marty made a motion to accept the Exam Proctoring Policy and Daniela seconded the motion. This was approved by all by roll call vote.
- Marty made a motion to accept the Tutoring Policy and Daniela seconded the motion. A discussion was held regarding tutors making money at the library. It was determined that the person reserving the room should be the person receiving the tutoring. Would like to moderate the use of the study rooms so we can assume no liability to tutoring and we need a policy to back this up. This was approved by all by roll call vote.
- Marty made a motion to table discussion/vote on the Meeting Room Use Policy and Karen seconded the motion. The meeting and facility policy is extremely important for the community and would prefer a larger percentage of the board to vote on this policy. Concern about the complexity of the policy and would like to discuss offline and wait until the next meeting to vote. Karen would like to have a separate meeting to discuss due to their importance. This was approved by all by roll call vote.

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- Marty made a motion to table the discussion/vote on the Facilities Rental Policy and Karen seconded the motion; the same reasons as the Meeting Room Use Policy apply to this motion. This was approved by all by roll call vote.
- A discussion was held on whether to have a separate subcommittee determine how to go forward with these 2 policies or whether to have a motion of how to address the issue.
 - Daniela made a motion to call a special meeting for the discussion of the 2 policies and Karen seconded.
 - Aaron wanted to know if we want to rally the public and have them give feedback to the trustees. Should there be a special meeting to approve or a regular meeting. If we invite the community, then we will need to edit the policy.
 - Beth has many people wanting to use the community room and can only hold off the public for so long.
 - Marty wondered if the building will be open in October and Beth said we have already held a couple of meetings with the building being closed. We could make the space available.
 - This motion was passed by all with Aaron taking ownership to set the date for the special meeting.

DIRECTOR'S REPORT

- **Stats**
 - In July we had 2,000 visitors; eBooks continue to do well.
 - We issued 51 new library cards; 764 new items were added.
 - We had 17 virtual programs with 194 participants: 62 museum passes
 - None of the virtual programs can count in the ARIS report because they only count in person programming.
 - We've continued all museum passes through COVID.
 - Allison Cusher gets a huge shout out for all she did for summer reading; she is continuing to plan for winter reading.
 - The weekly reports have been interesting because Beth gets to know what the staff is doing weekly.
 - Sarah Banister gets kudos for all her work on the summer reading as well.
 - Thanks to Richard Whitney for taking down all the shelving.
 - The Children's Room shelving went to live auction this week.
 - We still have wooden oak bookshelves, task chairs and stools.
 - The Xerox machine still needs to be returned and the salesperson who we dealt with no longer works at the company. This needs to be gone by Tuesday.

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- **Staff**

- Three months ago Doug Bowman suggested to use Bibliotemps to fill positions. Beth would like to know the budget for this. It would take 2 weeks to put in place. Note that for the posted positions, it takes approximately 3 months to hire someone. No one who applied for the YA position was qualified, and perhaps we will be able to hire someone through Bibliotemps.
- The Board needs to have the rate sheet and how many hours you would need for the next three months to come up with an estimate. Aaron indicated the Board we would be able to cover the cost
- Beth said that Evan is more hands-on and will need to look over the contract.
- We should add the request for funding for Bibliotemps to the special meeting's agenda.
- A discussion was held about who would pay for the finder's fee if the library wanted to hire someone directly from Bibliotemps and whether to add this to the special meeting's agenda; it was decided to add to the special meeting agenda.

PUBLIC INPUT - none

NEXT MEETING: Wednesday, September 22, 2021 at 7:00pm

Reminder that there is a remote meeting policy where a Board member can call in and participate via phone.

ADJOURNMENT

Marty motioned to adjourn the meeting at 8:40 pm, seconded by Karen, with all in favor by roll call vote.

Respectfully Submitted,
Cyndi Zarriello

Attachments: Agenda, July 28 Minutes, Warrant coversheets 6-9, July 2021 Director's Report, July 2021 Stats



GRAFTON PUBLIC LIBRARY

2022 CLOSING DATES



Saturday, January 1	CLOSED - New Year's Day
Monday January 3	CLOSED - New Year's Day, observed
Monday, January 17	CLOSED - Martin Luther King, Jr. Day
Monday, February 21	CLOSED - President's Day
Friday, March 18	DELAYED - Professional Development Day - open at 2 p.m.
Monday, April 18	CLOSED - Patriots' Day
Saturday, May 28	CLOSED - Memorial Day weekend
Monday, May 30	CLOSED - Memorial Day
Monday, June 20	CLOSED - Juneteenth (observed)
Monday, July 4	CLOSED - Independence Day
Friday, August 12	DELAYED - Professional Development Day - open at 2 p.m.
Saturday, September 3	CLOSED - Labor Day weekend
Monday, September 5	CLOSED - Labor Day
Monday, October 10	CLOSED - Indigenous People's Day
Friday, October 21	DELAYED - Professional Development Day - open at 2 p.m.
Friday, November 11	CLOSED - Veterans' Day
Wednesday, November 23	EARLY CLOSING - Close at 5 p.m.
Thursday, November 24	CLOSED - Thanksgiving Day
Friday November 25	CLOSED - Thanksgiving break
Saturday, December 24	CLOSED - Christmas
Monday December 26	CLOSED - Christmas, observed
Monday, January 2, 2023	CLOSED New Year's Day, observed

Director's Report

September 2021

The Select Board proclaimed September to be National Library Card Signup Month in Grafton MA! Although we were not open to distribute cards, the online registration form allows patrons to get a card number and then come in and pick up their card. We gave out ten cards to local residents and seven Grafton residents got cards at other local libraries.

Grafton Public Library was open 0 hours in September, but hosted multiple tours, virtual programs, and continued to provide remote reference and reader's advisory. Staff placed holds for patrons to pick up at other CW MARS libraries.

The Director attended construction meetings and Building Committee Meetings and continued to get pulled for impromptu conversations around issues related to IT, the AMH, security, alarms, phones, policy, procedure, and logistics. We continue to have outstanding furniture and shelving, with no ship date.

We continued to be closed to the public for the month of September due to the construction project and lack of:

- phones
- fax lines run from the electrical room to the fax/copier/printers
- public computers
- key cards
- a working alarm system
- panic buttons
- security gate at the Common entrance and the 2 hard wired laptops to manage the gates and door count
- additional ethernet drops at the place where computers were indicated on the drawings
- additional electric outlets at the place where computers were indicated on the drawings
- doors for study rooms, maker space and Community Room, the hanging art system (with a display ready to go up)
- the remainder of the shelving or furniture, the 2 additional self-checks and DLP wand, and miscellaneous FF&E
- A phone tree of who to call (for each system) when issues come up with lighting, alarms, HVAC etc.

Beth attended a Capital Planning Summit; Library needs in the next 5-10 years are a

1. A generator to protect the assets of the new building ~\$200,000-\$300,000.
2. Refinish the clock and additional furniture (chairs, stool, book cart, card catalog, chairs) in the Historic Reading Room.
3. Refinish the clock and additional furniture (chairs, stool, book cart, card catalog, chairs) in the Historic Reading Room.
4. Additional gates for the Children's and YA exits and a self-check for the teen/tween space.

Director's Report

September 2021

Beth worked on reopening logistics, the Small Stones Festival of the Arts programming, FF&E procurement, policy revisions, and submitted a MOD ADA grant for nearly 60,000 worth of software and equipment with assistance from Disability Commission, especially Kristie Proctor.

Children's Services

September was a month filled with highs and lows. We are all so excited to be in our new space and eager to have everything set up and ready for when we welcome visitors back to the library. Another nod to getting back to business as usual was the scheduling of NGES and SGES virtual school visits. We are so happy to be able to support the schools in whatever way we can.

We spent the month moving furniture and maximizing the space for comfort and visibility. Sarah met with Cori from Tucker Interiors to finalize manipulative placements and get the final order for the approved items. We are eagerly awaiting their arrival and when we can see them set up in our new space.

Suspensions that the amount of shelving in the Children's Room wouldn't be enough for the collection began in late July/early August when we originally began to move into the new space.

As more and more shelving began to trickle in throughout the month, it became clear that there was inadequate space for Media, Nonfiction and Graphic Novels and Easy Readers. The oddly sized picture book bins are too narrow to fit many items in the collection. Beth began the process of procuring additional shelving due to this oversight.

Teen Services

We did not host any teen programs in September. Allison is working with Spandana Vagwala, who is a high school student and girl scout who is working on her gold award, to put together a multi-week program called Let's Talk About Race. It will start in October and finish in December.

Summer Reading Program winners have been chosen and will be contacted soon. Cyndi is assisting with collecting gift cards from around town. Allison put together photos that we received this summer of patrons completing various activities they received from the library: : https://www.canva.com/design/DAEp50KKUVQ/share/preview?token=ZVduYuvpHiEZogaDSCYAlg&role=EDITOR&utm_content=DAEp50KKUVQ&utm_campaign=designshare&utm_medium=link&utm_source=sharebutton

Allison also worked on the Disney-inspired winter reading program and getting the teen room ready for patrons.

Adult Services

The month of September was devoted to opening preparation. Shifting material, organizing workstations, figuring out workflow, filling the shelves, practicing with the new automated

Director's Report

September 2021

materials handling system, processing holds, creating signage, looking for places to store items not in use, ordering office supplies and setting up storage for supplies, and much, much more!

Crescent Manor BookWagon had 14 participants. There were 31 items checked out, and 11 requests.

We had 2 volunteers who put in 6 hours. We received two new volunteer applications, bringing the total to 31, not counting the folks we know are returning (at least 7 so far). We will review the new applications soon and begin the process of bringing them onboard.

We offered the following virtual programs:

- The "Not Just for Young Adults" Book Discussion Group met on Slack to discuss *The Mermaid, the Witch and the Sea* by Maggie Tokuda-Hall
- The Daytimers Book Group met on Slack to discuss *The Lions of Fifth Avenue* by Fiona Davis
- The GPL Mystery Book Group met on Slack to discuss *Nine Lessons* by Nicola Upson
- The "Reads Well with Others" Adult Book Discussion Group met on Slack to discuss *The Handmaid's Tale* by Margaret Atwood
- The "Inspirational Book Club" met on Slack to discuss *A Walk in the Wood: meditations on mindfulness with a bear named Pooh* by Joseph & Nancy Parent

Other Adult Programs:

No Grafton residents attended our partnership program with MBLC Watch Party: a Conversation with Isabel Wilkerson, author of *Caste: The Origins of Our Discontents*.

Virtual Class : Get started with eBooks and Libby – the one tap reading app

Technical Services

200 items were added in September. Donna did repairs and re-cats as needed, and original cataloging and processing of items for the Library of Things.

Staff Update

Staff enjoyed lunch from the Grafton Inn provided by the Friends of the Library on September 9. We were very grateful!

Beth worked with Bibliotemps to procure temp staff. Staff attended webinars on:

- AMP UP EVSE onboarding training
- A/V Training on Community Room technology
- Soft Skills: The Tools Every Librarian Should Have -DBT, -CZ
- An Introduction to Pronouns and Gender Diversity -DBT

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September 2021

- She Blinded Me with Science: Women Writing STEM Presented by School Library Journal with Alyssa Mito Pusey moderator; and authors Carolyn DeCrist, Kristen Nordstrom, Heather Montgomery and Pamela Turner. -CZ

Patron Comments

9/30 "They took the two hydrangeas down from in front of the library!!!!???? I am so pissed. If they were going to take them down I would've dug them up and put them in my yard!! That was ridiculous because they were gorgeous and in great condition." -CZ *Note: one was in great condition, the other was half dead from root disruption* -BG

9/27 "We are looking forward to visiting the library again, we have missed it!" -HF

9/27 "... please tell me for the open the actual library landscaping will be done. The addition is fine and all but that front looks almost abused and in need of some love." -HF We are under construction - it's in process.

9/20 "So excited for the new library and hope you are all doing well!" -HF

9/20 "Can't wait to see the new Library and all of you ladies again." -HF

9/15 "We are looking forward to the library reopening." -HF

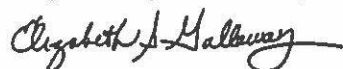
9/13 "I can't wait to see the new library!" -HF

9/13 "I am looking forward to the opening. I have missed the library so much." -HF

9/13 "Do you know when the library is opening? I've been trying to get this passed since I moved to town in 1988. My kids were in kindergarten then. Now they are adults with kids of their own. They really enjoyed Mrs. Granger's storytime and she really encouraged a love of reading in them. We can't wait to see the new building. I drive by every couple of days to see if the sign is down." -HF

9/6 "Oh thank you Sarah! We are really having a lot of fun with library programs and activities!!" In response to email assistance regarding SLP and activity codes. -SB

Respectfully submitted,



Beth Gallaway